

## R430-90-9, R430-50-9. RECORDS.

### **Licensed Family 90-9:**

- (1) The licensee shall maintain on-site for review by the Department during any inspection the following general records:
  - (a) documentation of the previous 12 months of quarterly fire drills and annual disaster drills as specified in R430-90-10(9) and R430-90-10(11);

### **Residential Certificate 50-9:**

- (1) The certificate holder shall maintain on-site for review by the Department during any inspection the following general records:
  - (a) documentation of the previous 12 months of semi-annual fire drills and annual disaster drills as specified in R430-50-10(7) and R430-50-10(9);

### **Rationale / Explanation**

*Review of licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### **Enforcement**

*If the provider indicates they **do not have** these records, cite R430-90-10(9), or (11) for Licensed Family, or for Residential Certificate, cite R430-50-10(7) or (9), not this rule. If the provider indicates that they have any of these records, but **cannot find them** during an on-site visit, cite this rule number [R430-9(1)(a)] **only** as being out of compliance. If the provider still does not have the required record(s) on the follow-up visit, cite R430-90-10(9) or (11) for Licensed Family, or for Residential Certificate, cite R430-50-10(7) or (9).*

*Always Level 4 Noncompliance for this rule [R430-9(1)(a)].*

### **Licensed Family 90-9:**

- (1) The licensee shall maintain on-site for review by the Department during any inspection the following general records:
  - (b) current animal vaccination records as required in R430-90-22(2)(b);

### **Residential Certificate 50-9:**

- (1) The certificate holder shall maintain on-site for review by the Department during any inspection the following general records:
  - (b) current animal vaccination records as required in R430-50-22(2)(b);

### **Rationale / Explanation**

*Review of licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### **Enforcement**

*If the provider indicates they **do not have** these records, cite R430-90-22(2)(b) or R430-50-22(2)(b), not this rule. If the provider indicates that they have any of these records, but **cannot find them** during an on-site visit, cite this rule number [R430-9(1)(b)] **only** as being out of compliance. If the provider still does not have the required record(s) on the follow-up visit, cite R430-90-22(3) or R430-50-22(3).*

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*Always Level 4 Noncompliance for this rule [R430-9(1)(b)].*

### **Licensed Family 90-9:**

- (1) The licensee shall maintain on-site for review by the Department during any inspection the following general records:
- (c) a six week record of child attendance, including sign-in and sign-out records, as required in R430-90-13(3);

### **Residential Certificate 50-9:**

- (1) The certificate holder shall maintain on-site for review by the Department during any inspection the following general records:
- (c) a six week record of child attendance, as required in R430-50-13(3);

### **Rationale / Explanation**

*Review of licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### **Enforcement**

*If the provider indicates they **do not have** these records, cite R430-90-13(3) or R430-50-13(3), not this rule. If the provider indicates that they have any of these records, but **cannot find them** during an on-site visit, cite this rule number [R430-9(1)(c)] **only** as being out of compliance. If the provider still does not have the required record(s) on the follow-up visit, cite R430-90-13(3) or R430-50-13(3).*

*Always Level 4 Noncompliance.*

### **Licensed Family 90-9:**

- (1) The licensee shall maintain on-site for review by the Department during any inspection the following general records:
- (d) all current variances granted by the Department;

### **Residential Certificate 50-9:**

- (1) The certificate holder shall maintain on-site for review by the Department during any inspection the following general records:
- (d) all current variances granted by the Department;

### **Rationale / Explanation**

*Review of licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### **Enforcement**

*Always Level 4 Noncompliance.*

### **Licensed Family 90-9:**

- (1) The licensee shall maintain on-site for review by the Department during any inspection the following general records:

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- (e) a current local health department kitchen inspection;

### **Residential Certificate 50-9:**

- (1) The certificate holder shall maintain on-site for review by the Department during any inspection the following general records:
  - (e) a current local health department kitchen inspection;

### **Rationale / Explanation**

*Review of licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### **Enforcement**

*Always Level 4 Noncompliance.*

### **Licensed Family 90-9:**

- (1) The licensee shall maintain on-site for review by the Department during any inspection the following general records:
  - (f) an initial local fire department clearance for all areas of the home being used for care;

### **Residential Certificate 50-9:**

- (1) The certificate holder shall maintain on-site for review by the Department during any inspection the following general records:
  - (f) an initial local fire department clearance for all areas of the home being used for care;

### **Rationale / Explanation**

*Review of licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### **Enforcement**

*Always Level 4 Noncompliance.*

### **Licensed Family 90-9:**

- (1) The licensee shall maintain on-site for review by the Department during any inspection the following general records:
  - (g) approved initial "CBS/MIS Consent and Release of Liability for Child Care" form for all providers, volunteers, and each person age 12 and older who resides in the licensee's home;
  - (h) if the licensee has been licensed for more than a year, the most recent criminal background "Disclosure Statement" which includes all providers, volunteers, and each person age 12 and older who resided in the home of the licensee at any time since the last license renewal; and
  - (i) if the licensee has been licensed for more than a year, the most recent "Request for Annual Renewal of CBS/MIS Criminal History Information for Child Care" which includes all providers, volunteers, and each person age 12 and older who resided in the home of the licensee at any time since the last license renewal.

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### **Residential Certificate 50-9:**

- (1) The certificate holder shall maintain on-site for review by the Department during any inspection the following general records:
- (g) approved initial "CBS/MIS Consent and Release of Liability for Child Care" form for all providers, volunteers, and each person age 12 and older who resides in the certificate holder's home;
  - (h) if the certificate holder has been certified for more than a year, the most recent criminal background "Disclosure Statement" which includes all providers, volunteers, and each person age 12 and older who resided in the home of the certificate holder at any time since the last certificate renewal; and
  - (i) if the certificate holder has been certified for more than a year, the most recent "Request for Annual Renewal of CBS/MIS Criminal History Information for Child Care" which includes all providers, volunteers, and each person age 12 and older who resided in the home of the certificate holder at any time since the last certificate renewal.

### Rationale / Explanation

*Review of licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### Enforcement

*Licensing Specialists must look at CBS/MIS background clearance documents for all staff and person(s) residing in the home age 12 and older. A person is considered to "reside" in the home if they stay continuously in the home for 2 weeks or longer.*

*R430-6-5(3) requires the child care facility to submit background clearance for newly hired individuals within five days of becoming involved with the child care facility, or within five days of a child residing in the home turning 12, or within 5 days of a individual age 12 or older moving in to the provider's home. "Becoming involved with the child care facility" means the individual's first day of work at the child care home.*

*Licensees/certificate holders are required to keep copy of the initial cleared CBS/MIS form in the file for staff hired as of (date), or for individuals living in the home age 12 and older as of (date). Initial CBS/MIS records should only be checked for individuals who were hired or moved into the licensee's/certificate holder's home since the licensee's/certificate holder's last annual announced inspection.*

*If a provider indicates they **do not have** the initial CBS/MIS forms for all covered individuals since the licensee's/certificate holder's last Annual Announced Inspection as required in R430-6-5(3), cite that rule, not this one. If the provider indicates they have these records, but cannot find them during an on-site visit, cite this rule number (R430-90-9(1)(g) or R430-50-9(1)(g) **only** as being out of compliance. If a check with the BCU indicates the CBS/MIS form(s) have not been submitted, cite R430-6-5(3).*

*If at the time the license/certificate expires, any individual age 12 or older living in the home or any provider(s) working at the home have not been listed on the "Request for Annual Renewal of CBS/MIS Criminal History Information for Child Care" submitted for the licensee's/certificate holder's renewal, cite R430-6-5(1), not this rule.*

*This rule is only out of compliance if the licensee/certificate holder does not have the required Disclosure*

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*Statements **by their license expiration date** (not by the Annual Announced Inspection date.) If a provider indicates they do not have the Disclosure Statements as required in R430-6-5(1), cite that rule, not this one. If the provider indicates they have these records, but cannot find them during an on-site visit, cite this rule number [R430-90-9(1)(h) or R430-50-9(1)(h)] only as being out of compliance. If the provider still does not have the required record(s) on the follow-up visit, cite R430-6-5(1).*

*Always Level 4 Noncompliance.*

### **Licensed Family 90-9:**

- (2) The licensee shall maintain on-site for review by the Department during any inspection the following records for each enrolled child:
- (a) an admission form containing the following information for each child:
    - (i) name;
    - (ii) date of birth;
    - (iii) date of enrollment;
    - (iv) the parent's name, address, and phone number, including a daytime phone number;
    - (v) the names of people authorized by the parent to pick up the child;
    - (vi) the name, address and phone number of a person to be contacted in the event of an emergency if a provider is unable to contact the parent;
    - (vii) child health information, as required in R430-90-14(6); and
    - (viii) current emergency medical treatment and emergency medical transportation releases with the parent's signature;

### **Residential Certificate 50-9:**

- (2) The certificate holder shall maintain on-site for review by the Department during any inspection the following records for each enrolled child:
- (a) an admission form containing the following information for each child:
    - (i) name;
    - (ii) date of birth;
    - (iii) date of enrollment;
    - (iv) the parent's name, address, and phone number, including a daytime phone number;
    - (v) the names of people authorized by the parent to pick up the child;
    - (vi) the name, address and phone number of a person to be contacted in the event of an emergency if a provider is unable to contact the parent;
    - (vii) child health information, as required in R430-50-14(6); and
    - (viii) current emergency medical treatment and emergency medical transportation releases with the parent's signature;

### **Rationale / Explanation**

*The health and safety of individual children requires that information regarding each child be kept at the home and available to staff on a need-to-know basis. Names of individuals authorized to pick children up are needed to prevent children from being taken by unauthorized individuals. Emergency treatment consent is needed in order to obtain medical care for children in emergencies. Information about each child's health status and needs and medications is required to ensure that caregivers meet the needs of each individual child. Admission of children without this information can leave the child care program unprepared to deal with children's daily and emergent health needs. CFOC, pg. 71-72 Standard 2.054; pg. 87 Standard 3.005; pgs. 359-364 Standards 8.046, 8.047, 8.048, 8.049, 8.050, 8.051; pgs. 369-370 Standard 8.062*

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*Review of licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### **Enforcement**

*Licensing Specialists will look at the following number of records in the chart below for every enrolled child. The licensee/certificate holder will be considered to be in compliance with this rule if they have all of the required records for 90% of the files reviewed.*

*If nine or fewer children are enrolled, all records must be complete to be in compliance. If ten or more children are enrolled, see the chart below:*

<u># of Children Enrolled</u>	<u># of Records to be Reviewed</u>
10 or less	All
11+	10

### **# Complete Records Required for 90% Compliance**

10 records reviewed: 9 complete

1-9 records reviewed: all complete

*If the licensee/certificate holder maintains information required in the admission form in another form [for example, if the licensee/certificate holder has a child's enrollment date on a form (paper or electronic) other than the admission form, they will be considered in compliance with the rule.*

*In order to be in compliance, the child admission form must have at least the following information completed: name; date of birth; the parent's name, address, and phone number, including a daytime phone number; the names of people authorized by the parent to pick up the child; the name and phone number of a person to be contacted in the event of an emergency if a provider is unable to contact the parent (unless the parents don't know anyone in the area they can list); child health information; and current emergency medical treatment and emergency medical transportation releases with the parent's signature. This means an admission form can be in compliance if it is missing the child's date of enrollment, the address of the emergency contact person, an in-state emergency contact person if the parent does not know anyone they could list.*

*If lack of information on a health assessment resulted in an emergency situation (seizure, allergic reaction, etc.) in which caregivers did not have the needed information, cite R430-90-14(6) or R430-50-14(6), not this rule.*

*Level 2D Noncompliance: If there is not a admission form (as described in the above paragraph).*

### **Licensed Family 90-9:**

- (2) The licensee shall maintain on-site for review by the Department during any inspection the following records for each enrolled child:
- (b) current immunization records or documentation of a legally valid exemption, as specified in R430-90-14(4) and (5);

### **Residential Certificate 50-9:**

- (2) The certificate holder shall maintain on-site for review by the Department during any inspection the following records for each enrolled child:
- (b) current immunization records or documentation of a legally valid exemption, as specified in

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R430-50-14(4) and (5);

### Rationale / Explanation

*The health and safety of individual children requires that information regarding each child be kept at the home and available to staff on a need-to-know basis. Admission of children without this information can leave the child care program unprepared to deal with children's daily and emergent health needs. CFOC, pg. 71-72 Standard 2.054; pg. 87 Standard 3.005; pgs. 359-364 Standards 8.046, 8.047, 8.048, 8.049, 8.050, 8.051; pgs. 369-370 Standard 8.062*

*Review of the licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### Enforcement

*Acceptable immunization records can either be in the pink state immunization form, the yellow card from the local health department, or any immunization record from a health care provider.*

*If providers do not have the required documentation of current immunizations, cite 90/50-14(5)(a)-(b), not this rule.*

### Licensed Family 90-9:

- (2) The licensee shall maintain on-site for review by the Department during any inspection the following records for each enrolled child:
- (c) a completed transportation permission form, if transportation services are offered to any child in care;

### Residential Certificate 50-9:

- (2) The certificate holder shall maintain on-site for review by the Department during any inspection the following records for each enrolled child:
- (c) a completed transportation permission form, if transportation services are offered to any child in care; and

### Rationale / Explanation

*Review of the licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### Enforcement

*Always Level 4 Noncompliance.*

### Licensed Family 90-9:

- (2) The licensee shall maintain on-site for review by the Department during any inspection the following records for each enrolled child:
- (d) a six week record of medication permission forms, and a six week record of medications actually administered as specified in R430-90-17(4) and R430-90-17(6)(f), if medications are administered to any child in care; and



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### Residential Certificate 50-9:

- (2) The certificate holder shall maintain on-site for review by the Department during any inspection the following records for each enrolled child:
- (d) a six week record of medication permission forms, and a six week record of medications actually administered, as specified in R430-50-17(4) and R430-50-17(6)(f), if medications are administered to any child in care.

### Rationale / Explanation

*The health and safety of individual children requires that information regarding each child be kept at the home and available to staff on a need-to-know basis. Information about each child's health status and needs and medications is required to ensure that caregivers meet the needs of each individual child. CFOC, pg. 71-72 Standard 2.054; pg. 87 Standard 3.005; pgs. 359-364 Standards 8.046, 8.047, 8.048, 8.049, 8.050, 8.051; pgs. 369-370 Standard 8.062*

*Review of the licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### Enforcement

*If a provider indicates they **do not have** the medication records as required in R430-90-17(4) or R430-50-17(4), cite that rule, not this one. If the provider indicates they **have** any of these records, but **cannot find them** during an on-site visit, cite this rule number [R430-90-9(2)(d) or R430-50-9(2)(d)] **only** as being out of compliance. If the provider still does not have the required record(s) on the follow-up visit, cite R430-90-17(4) or R430-50-17(4).*

*Always Level 4 Noncompliance for this rule [R430-90-9(2)(d)].*

### Licensed Family 90-9:

- (2) The licensee shall maintain on-site for review by the Department during any inspection the following records for each enrolled child:
- (e) a six week record of incident, accident, and injury reports.

### Rationale / Explanation

*The health and safety of individual children requires that information regarding each child be kept at the home and available to staff on a need-to-know basis. Records of child injuries can be used to discern possible child abuse, and to help prevent future injury. CFOC, pg. 71-72 Standard 2.054; pg. 87 Standard 3.005; pgs. 359-364 Standards 8.046, 8.047, 8.048, 8.049, 8.050, 8.051; pgs. 369-370 Standard 8.062*

*Review of the provider's records by the Department is used to determine, in part, the provider's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### Enforcement

*If a provider indicates they **do not have** the incident, accident, and injury reports as required in R430-90-13(5), cite that rule, not this one. If the provider indicates they **have** any of these records, but **cannot find them** during an on-site visit, cite this rule number [R430-90-9(2)(e)] **only** as being out of compliance. If the provider still does not have the required record(s) on the follow-up visit, cite R430-90-13(5).*



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*Always Level 4 Noncompliance for this rule [R430-90-9(2)(e)].*

### Licensed Family 90-9:

- (3) The licensee shall maintain on-site for review by the Department during any inspection the following records for the licensee and each non-emergency substitute and caregiver:
- (a) results of an initial TB screening, as required in R430-90-16(11) and (12);

### Residential Certificate 50-9:

- (3) The certificate holder shall maintain on-site for review by the Department during any inspection the following records for the certificate holder and each non-emergency substitute:
- (a) results of an initial TB screening, as required in R430-50-16(10) and (11);

### Rationale / Explanation

*Review of the licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### Enforcement

*Licensing Specialists will look at all provider records. All provider records must be in compliance.*

*If a provider indicates they **do not have** the TB screening records as required in R430-90-16(11) and (12) or R430-50-16(10) and (11), cite that rule, not this one. If the provider indicates they **have** any of these records, but **cannot find them** during an on-site visit, cite this rule number [R430-90-9(3)(a) or R430-50-9(3)(a)] **only** as being out of compliance. If the provider still does not have the required record(s) on the follow-up visit, cite R430-90-16(11)-(12) or R430-50-16(10) and (11).*

*Always Level 4 Noncompliance for this rule [R430-9(3)(a)].*

### Licensed Family 90-9:

- (3) The licensee shall maintain on-site for review by the Department during any inspection the following records for the licensee and each non-emergency substitute and caregiver:
- (b) orientation training documentation for all non-emergency substitutes and caregivers as required in R430-90-7(8);

### Residential Certificate 50-9:

- (3) The certificate holder shall maintain on-site for review by the Department during any inspection the following records for the certificate holder and each non-emergency substitute.
- (b) orientation training documentation for all non-emergency substitutes as required in R430-50-7(5);

### Rationale / Explanation

*Review of the licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### Enforcement

*If a provider indicates an individual did not complete orientation training as required in R430-90-7(8) or R430-50-*

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7(5), cite that rule, not this one. If the provider indicates all individuals completed orientation training but they **cannot find the record** during an on-site visit, cite this rule number [R430-90-9(3)(b) or R430-50-9(3)(b)] **only** as being out of compliance. If the provider still does not have the required record(s) on the follow-up visit, cite R430-90-7(8) or R430-50-7(5).

Always Level 4 Noncompliance for this rule [R430-9(3)(b)].

### Licensed Family 90-9:

- (3) The licensee shall maintain on-site for review by the Department during any inspection the following records for the licensee and each non-emergency substitute and caregiver:
- (c) annual training documentation for the past two years, for the licensee and all non-emergency substitutes and caregivers, as required in R430-90-7(9)(a); and

### Residential Certificate 50-9:

- (3) The certificate holder shall maintain on-site for review by the Department during any inspection the following records for the certificate holder and each non-emergency substitute.
- (c) annual training documentation for the past two years, for the certificate holder and all non-emergency substitutes, as required in R430-50-7(6)(a); and

### [Rationale / Explanation](#)

Review of the licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057

### **Enforcement**

This rule is not out of compliance unless the annual training has not been completed **by the licensee's/certificate holder's expiration date** (not the date of their Annual Announced Inspection.) The licensee/certificate holder will not be issued a license/certificate until completion of annual training is verified.

If a provider indicates an individual did not complete annual training as required in R430-90-7(9)(a) or R430-50-7(6)(a), cite that rule, not this one. If the provider indicates all individuals completed annual training as required, but they **cannot find the record** during an on-site visit, cite this rule number [R430-90-9(3)(c) or R430-50-9(3)(c)] **only** as being out of compliance. If the provider still does not have the required record(s) on the follow-up visit, cite R430-90-7(8) or R430-50-7(8).

Always Level 4 Noncompliance for this rule [R430-90-9(3)(c)].

### Licensed Family 90-9:

- (3) The licensee shall maintain on-site for review by the Department during any inspection the following records for the licensee and each non-emergency substitute and caregiver:
- (d) current first aid and CPR certification, as required in R430-90-10(2), R430-90-20(3)(d), and R430-90-21(2).

### Residential Certificate 50-9:

- (3) The certificate holder shall maintain on-site for review by the Department during any inspection the following records for the certificate holder and each non-emergency substitute.
- (d) current first aid and CPR certification, as required in R430-50-10(2) and R430-50-20(3)(d).

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### Rationale / Explanation

*Review of the licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### Enforcement

*For Licensed Family, if a provider indicates an individual does not have first aid or CPR certification as required in R430-90-10(2), R430-90-20(3)(d), or R430-90-21(2), cite those rules, not this one. For Residential Certificate, if a provider indicates an individual does not have first aid or CPR certification as required in R430-50-10(2) or R430-50-20(3)(d), cite those rules, not this one. If the provider indicates the required individuals have their first aid and CPR certification, but they **cannot find the record** during an on-site visit, cite this rule number [R430-90-9(3)(d) or R430-50-9(3)(d)] **only** as being out of compliance. For Licensed Family, if the provider still does not have the required record(s) on the follow-up visit, cite R430-90-10(2), R430-90-20(3)(d), or R430-90-21(2). For Residential Certificate, if the provider still does not have the required record(s) on the follow-up visit, cite R430-50-10(2), R430-50-20(3)(d).*

*Always Level 4 Noncompliance for this rule [R430-9(3)(d)].*

### Licensed Family 90-9:

- (4) The licensee shall maintain on-site for review by the Department during any inspection orientation training documentation for each volunteer as required in R430-90-7(8).

### Residential Certificate 50-9:

- (4) The certificate holder shall maintain on-site for review by the Department during any inspection orientation training documentation for each volunteer as required in R430-50-7(5).

### Rationale / Explanation

*Review of the licensee's/certificate holder's records by the Department is used to determine, in part, the licensee's/certificate holder's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### Enforcement

*If a provider indicates an individual did not complete orientation training as required in R430-90-7(8) or R430-50-7(5), cite that rule, not this one. If the provider indicates all individuals completed orientation training but they **cannot find the record** during an on-site visit, cite this rule number [R430-90-9(4) or R430-50-9(4)] **only** as being out of compliance. If the provider still does not have the required record(s) on the follow-up visit, cite R430-90-7(8) or R430-50-7(5).*

*Always Level 4 Noncompliance for this rule [R430-9(4)].*

### Licensed Family 90-9:

- (5) The licensee shall ensure that information in any child's file is not released without written parental permission.

### Residential Certificate 50-9:

- (5) The certificate holder shall ensure that information in any child's file is not released without written parental permission.

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### Rationale / Explanation

*Prior informed, written consent of the parent is required for the release of written or verbal records and information about their child. The purpose of this rule is to prevent unauthorized individuals from accessing confidential information about a child, and to prevent discrimination against a child due to the release of confidential information about the child or his or her family. CFOC, pg. 359 Standard 8.046; pg. 366 Standard 8.055*

### Enforcement

*Level 2D Noncompliance: If the information released results in a prohibited person having contact with a child.*

*Level 3D Noncompliance: If information is released, but it does not result in harm to a child.*